

27. Single Process Initiative

27.1 Summary

The Single Process Initiative function consists of six (6) screens. These screens are for information concerning the contractor, customer notification, major customers, selected component team leaders, proposed changes, evaluation of proposed changes, and general comments about the current status of the initiative, lessons learned and the HQ assessment.

When the Single Process Initiative screen 1 opens, you can either select Open or New as explained in Section 6. The procedures for using these options in the Single Process Initiative function are discussed below.

Open



If you want to find an existing record to view or edit, select Open by clicking on Open in the drop-down list of File options or on the Open icon. When you do this, the Search window shown in Figure 27.1 pops up your monitor allowing you to search for a particular CAGE Code or Contractor Name. To search for a CAGE Code, select the CAGE Code circle. This places the cursor in the CAGE Code data box. Type in the Code, and then click on **OK**. To search for contractor's name, select the Contractor Name circle. This places the cursor in the Contractor Name data box. Type in at least the first three (3) letters of the contractor's name. *Note: Typing more of the name than the first two letters yields a shorter Search Results list.*

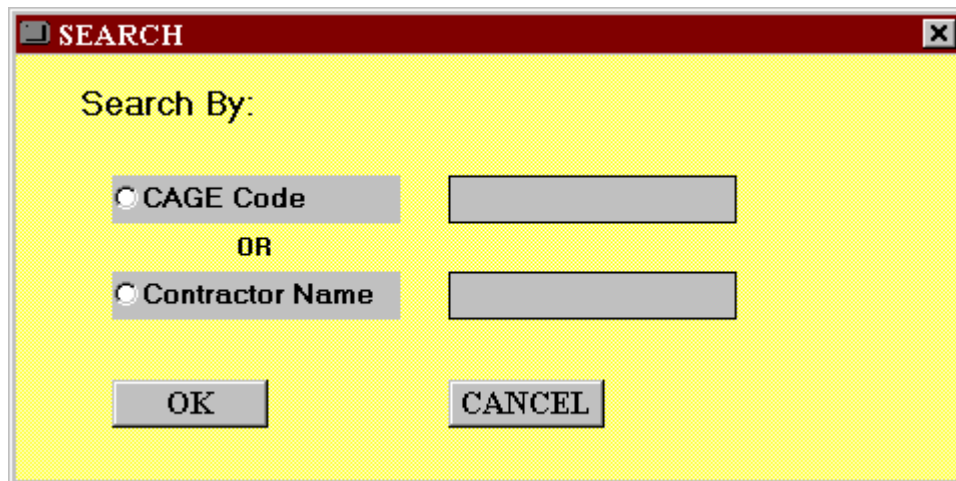


Figure 27.1 Single Process Initiative Search Pop-Up Window

When you click **OK**, the application searches for records that meet your search criteria with three possible results.

- If only one record matches your search criteria, it will automatically be displayed on the screen.

- If more than one record matches your search criteria, a Search Results window (Figure 27.2) will pop up on your monitor. When this window appears, find the record you want, select it, and then click on **OK** to open it.

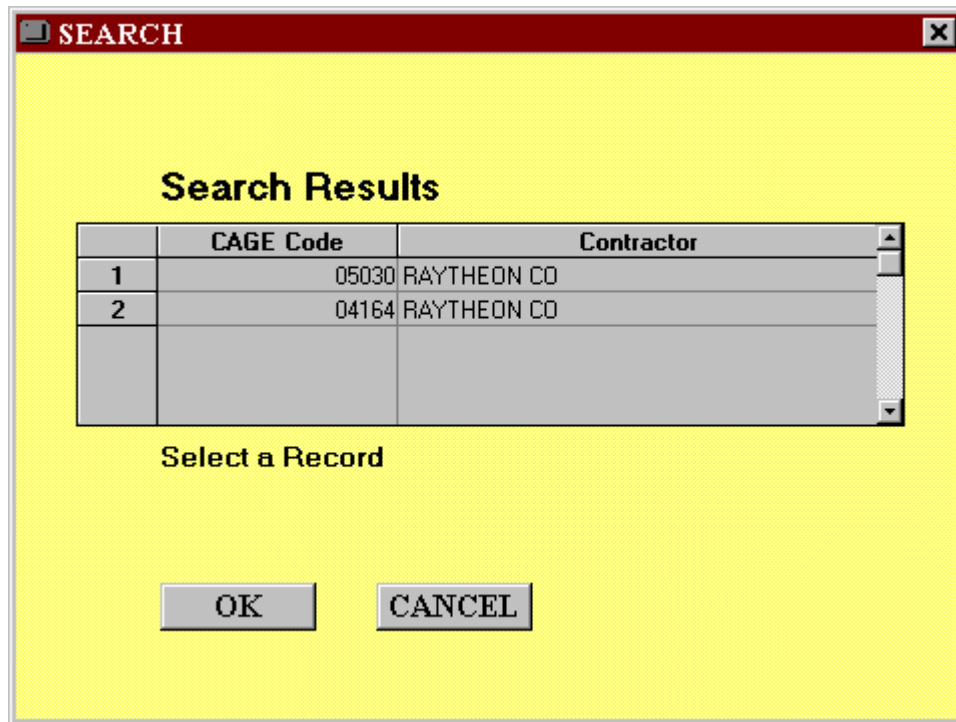


Figure 27.2 Single Process Initiative Search Results Pop-Up Window

- If no matching record is found, a message window pops up on your screen informing you that “No data met your search criteria.” Click on OK to make this window disappear.

New



If you want to add a new record, select New by clicking on New in the drop-down list of File options or on the New icon. When you do this, the cursor appears in the CAGE Code data box ready for you to type in your information. Nothing else will happen until you enter this code.

27.2 Single Process Initiative Screen 1

The thirteen (13) data elements in the top part of screen 1 (Figure 27.3) are for information about the source of the record and information about the Contract Administration Office Point of Contact (CAO POC), contractor customers and concept papers. The bottom part of the screen is for information about the team leaders.

Single Process Initiative (Screen 1 of 6)

File Edit Functions Administration Help

CAO Code: 27.2.1.1 CAO Name: 27.2.1.2

CAO POC: 27.2.1.3 POC Phone: 27.2.1.4

POC DSN: 27.2.1.5 CAGE: 27.2.1.6

Contractor: 27.2.1.7 ACO: 27.2.1.8

Customers Notified: ☐ Yes ☐ No Date Notified: 27.2.1.10

No. of Concept Papers: 27.2.1.11 Concept Papers Withdrawn: 27.2.1.12

Row	DODAAC	Major Customer
Delete	27.2.1.13	27.2.1.14
Delete		

Component Team Leaders Selected:

Row	DATE SELECTED	SERVICE
Delete	27.2.1.15--27.2.21	
Delete		
Delete		

Figure 27.3 Single Process Initiative Screen 1

Note: Numbers by data fields indicate corresponding section numbers.

27.2.1 Fields for Single Process Initiative Screen 1

27.2.1.1 CAO Code

This is for the 2-character (alpha) MOCAS code which identifies the Contract Administration Office (CAO). It is a protected data element, automatically populated when the CAGE Code is entered.

27.2.1.2 CAO Name

This is for the Contract Administration Office (CAO) name (up to 30 alphanumeric characters). It is protected and automatically populated with the name associated with the CAO Code (27.2.1.1).

27.2.1.3 CAO POC

Enter the name (up to 30 alphanumeric characters) of the Point of Contact (POC) within the Contract Administration Office (CAO). This is a required data element.

27.2.1.4 POC Phone

Enter the telephone number (10-26 digits) of the Contract Administration Office Point of Contact (CAO POC). If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits, the number appears exactly as you type it.

27.2.1.5 POC DSN

Enter the Defense Switched Network (DSN) number (7 or 10-15 digits) of the Contract Administration Office Point of Contact (CAO POC). If you enter seven (7) digits, the number is automatically formatted as xxx-xxxx. If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-15 digits, the number appears exactly as you type it.

27.2.1.6 CAGE

Enter the 5-character (alphanumeric) code which identifies a contractor and its location. This is a required data element.

27.2.1.7 Contractor

This box is automatically populated with the contractor's name (up to 30 alphanumeric characters) which corresponds to the Commercial and Government Entity (CAGE) code (27.2.1.5).

27.2.1.8 ACO

This box is automatically populated with the ACO code corresponding to the Commercial and Government Entity (CAGE) code (27.2.1.5).

27.2.1.9 Customers Notified

Select either the circle in front of Yes or the circle in front of No to indicate whether or not the customers were notified. This is a required data element.

27.2.1.10 Date Notified

If the customers were notified, enter the date on which they were notified. The Date Notified must be equal to or earlier than the Current Date (Date Notified \leq System Date). This is a required data element if the customers were notified as indicated in 27.2.1.9; otherwise, no date may be entered.

27.2.1.11 No. of Concept Papers

Enter the quantity (number) of concept papers (up to 3 digits) submitted.

27.2.1.12 Concept Papers Withdrawn

Enter the quantity (number) of concept papers (up to 3 digits) withdrawn.

Major Customer Section

With the cursor in the DoDAAC data box, enter the DoDAAC for the major customer. Then press Tab or Enter. When you press Tab or Enter, the name corresponding to the DoDAAC you entered is automatically displayed in the adjacent Major Customer data box. In addition, the cursor moves to the DoDAAC box in Row 2. Repeat this process until you have entered all DoDAACs. Use the vertical scroll bar as needed for viewing additional employees (if there are more than two). To delete a major customer, click on the **Delete** button to the left of that customer's DoDAAC.

27.2.1.13 DoDAAC

Enter the 6-character (alphanumeric) MOCAS code which identifies each major customer. You may enter up to 256 major customers.

27.2.1.14 Major Customer

This protected data box is automatically populated with the name of the customer that corresponds to the DoDAAC (27.2.1.13).

Component Team Leaders Selected Section

This section is for entering requested information for each team leader. Click in the data box corresponding to the information you have to enter (Or Tab over to the box). Then type in your information. Use the vertical scroll bar as needed for viewing additional employees (if there are more than three) and the horizontal scroll bar for viewing additional information for each employee.

You can edit information in any data box in this section. (Click on or Tab over to the box which has the information you want to change.) To delete a team leader and all information related to that leader (i.e.; all information in a row), click on the **Delete** button to the left of the row of information you want to delete.

27.2.1.15 Date Selected

Enter the date on which the team leader was selected. The Date Selected must be the same as or earlier than the Current Date (Date Selected \leq System Date). If this data box is not visible, you can use the horizontal scroll bar to make it visible.

27.2.1.16 Service

Enter the branch of service (up to 10 alphanumeric characters) to which the team leader belongs. Acceptable entries are Army, Navy, Air Force and DLA. If this data box is not visible, you can use the horizontal scroll bar to make it visible.

27.2.1.17 Name

Enter the team leader's name (up to 30 alphanumeric characters). If this data box is not visible, you can use the horizontal scroll bar to make it visible.

27.2.1.18 Office

Enter the team leader's office (up to 30 alphanumeric characters). If this data box is not visible, you can use the horizontal scroll bar to make it visible.

27.2.1.19 Phone No.

Enter the telephone number (10-26 digits) of the team leader. If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits, the number appears exactly as you type it.

27.2.1.20 FAX

Enter the team leader's facsimile number (up to 60 alphanumeric characters). If this data box is not visible, you can use the horizontal scroll bar to make it visible.

27.2.1.21 E-mail

Enter the team leader's Internet E-mail address. If this data box is not visible, you can use the horizontal scroll bar to make it visible.

27.3 Single Process Initiative Screen 2

This screen (Figure 27.4) is for a narrative as to the current status of the initiative.

Single Process Initiative (Screen 2 of 6)

File Edit Functions Administration Help

Current Status: CAGE: 11111 Contractor: PETTIT PAINT CO INC

27.3.1.1

Figure 27.4 Single Process Initiative Screen 2

Note: Numbers in data boxes indicate corresponding section numbers.

27.3.1 Fields for Single Process Initiative Screen 2

27.3.1.1 CAGE

This data box is automatically populated with the CAGE Code on the previous screen.

27.3.1.2 Contractor

This data box is automatically populated with the contractor's name on the previous screen.

27.3.1.3 Current Status

Enter a general description about the general status of the initiative. You may type this description in Word, copy it, and then paste it in this scrolling text window. See Appendix B for more information on using Word to cut and paste.

27.4 Single Process Initiative Screen 3

Screen 3 (Figure 27.5) is for a narrative concerning any lessons learned during the initiative.

The screenshot shows a software window titled "Single Process Initiative (Screen 3 of 6)". The window has a menu bar with "File", "Edit", "Functions", "Administration", and "Help". Below the menu bar is a toolbar with icons for saving, printing, navigating between screens, and other functions. The main area of the screen is yellow and contains three data boxes: "Lessons Learned:" (a large scrolling text area), "CAGE: 11111", and "Contractor: PETTIT PAINT CO INC". The "Lessons Learned" box has a small black box with the text "27.4.1.1" in the top left corner.

Figure 27.5 Single Process Initiative Screen 3
Note: Numbers in data boxes indicate corresponding section numbers.

27.4.1 Fields for Single Process Initiative Screen 3

27.4.1.1 CAGE

This data box is automatically populated with the CAGE Code on the previous screen.

27.4.1.2 Contractor

This data box is automatically populated with the contractor's name on the previous screen.

27.4.1.3 Lessons Learned

Enter a general description of the lessons learned during the initiative. You may type this description in Word, copy it, and then paste it in this scrolling text window. See Appendix B for more information on using Word to cut and paste.

27.5 Single Process Initiative Screen 4

This screen (Figure 27.6) is for a narrative of the Headquarters' assessment of the initiative.

Single Process Initiative (Screen 4 of 6)

File Edit Functions Administration Help

HQ Assessment: CAGE: 11111 Contractor: PETTIT PAINT CO INC

27.5.1.1

Figure 27.6 Single Process Initiative Screen 4

Note: Numbers in data boxes indicate corresponding section numbers.

27.5.1 Fields for Process Initiation Screen 4

27.5.1.1 CAGE

This data box is automatically populated with the CAGE Code on the previous screen.

27.5.1.2 Contractor

This data box is automatically populated with the contractor's name on the previous screen.

27.5.1.3 HQ Assessment

Enter the assessment of the initiative made by headquarters. You may type this assessment in Word, copy it, and then paste it in this scrolling text window. See Appendix B for more information on using Word to cut and paste. *Note: Only **headquarters** can insert, update or delete this information.*

27.6 Single Process Initiative Screen 5

Screen 5 (Figure 27.7) is for information about proposed process changes. This information includes the process to be replaced, the status of various reviews, whether or not a proposal was made or modified and which area (if any) objected to the proposed process change.

Figure 27.7 Single Process Initiative Screen 5

Note: Numbers in data boxes indicate corresponding section numbers.

27.6.1 Fields for Process Initiation Screen 5

27.6.1.1 CAGE

This data box is automatically populated with the CAGE Code on the previous screen.

27.6.1.2 Contractor

This data box is automatically populated with the contractor's name on the previous screen.

Adding and Viewing/Editing Information

The top box on the screen contains a listing of all potentially affected processes (Current Process) and the corresponding proposed process changes (Proposed Replace Process). Only

two rows (records) can be displayed at a time. If there are more than two listed processes, use the scroll bar on the right side of the screen to move through the list.

Add a New Process Change Proposal

If you want to add a new (first or additional) proposed process change, click on **Add'l Info** (button on right side of screen) next to a blank proposed Replace Process data box. (You may have to use the scroll bar to find a blank data box.) When you click **Add'l Info**, next to a blank record, the cursor appears in the Current Process data box for that record. Type in the current process, and then press Tab or Enter. The cursor moves to the Proposed Replace Process data box. Type in this process, and then press Tab or Enter which moves the cursor to the bottom section of your screen where you can continue adding the requested information.

Viewing/Editing Information

If you want to see or edit information about a listed proposed process change, click on the **Add'l Info** button next to that Proposed Replace Process. When you do this, the other process (if there is more than one) is hidden. Information associated with the displayed process change proposal (the one you "chose") appears on the bottom of the screen.

If the displayed process is not the one you want (or if you want to view other information related to another process), use the scroll bar to move through the list until the process you want is displayed in the top box. When you see the one you want, click on **Add'l Info** next to it. Once the information is displayed, you may edit it (if it is not a protected field) as you would any other information.

27.6.1.3 Current Process

Enter the name of the current process (up to 75 alphanumeric characters). This is a required data element.

27.6.1.4 Proposed Replace Process

Enter the name of the proposed replacement process (up to 75 alphanumeric characters). This is a required data element.

27.6.1.5 Date Submitted

Enter the date that the process initiative was submitted. The Date Submitted must be the same as or earlier than the Current Date (Date Submitted \leq System Date). This is a required data element.

27.6.1.6 Type

Enter the type of process initiative submitted (up to 10 alphanumeric characters). This is a required data element.

27.6.1.7 Acceptable

Select the circle in front of Yes or the circle in front of No to indicate whether or not the replacement process is acceptable.

27.6.1.8 Date Accepted

Enter the date that the replacement process was accepted. The Date Accepted must be the same as or earlier than the Current Date (Date Accepted \leq System Date). This is a required data element if the Yes circle is selected in 27.6.1.7; otherwise, no date may be entered.

27.6.1.9 Tech Rvw Cmpltd

Select the circle in front of Yes or the circle in front of No to indicate whether or not a technical review was completed.

27.6.1.10 Tech Rvw Date

Enter the date that the technical review was completed. The Tech Rvw Date must be the same as or earlier than the Current Date (Tech Rvw Date \leq System Date). This is a required data element if the Yes circle is selected in 27.6.1.9; otherwise, no date may be entered.

27.6.1.11 Tech Rvw Accept

Select the circle in front of Yes or the circle in front of No to indicate whether or not a technical review was acceptable.

27.6.1.12 Consider Appr.

Select the circle in front of Yes or the circle in front of No to indicate whether or not consideration is appropriate for the process initiative.

27.6.1.13 Withdrawn

Select the circle in front of Yes if the proposed process change was withdrawn.

27.6.1.14 Date Withdrawn

Enter the date that the proposed change was withdrawn. The Date Withdrawn must be the same as or earlier than the Current Date (Tech Rvw Date \leq System Date). This is a required data element if the Yes circle is selected in 27.6.1.13; otherwise, no date may be entered.

27.6.1.15 Proposal Made

Select the circle in front of Yes or the circle in front of No to indicate whether or not a proposal was made for the process initiative.

27.6.1.16 Proposal Date

Enter the date the proposal was made for a process initiative. The Proposal Date must be the same as or earlier than the Current Date (Date Escalated \leq System Date). This is a required data element if the Yes circle is selected in 27.6.1.15; otherwise, no date may be entered.

27.6.1.17 Modified

Select the circle in front of Yes or the circle in front of No to indicate whether or not the process initiative was modified.

27.6.1.18 Date Mod Issued

Enter the date the process initiative modification was issued. The Date Mod Issued must be the same as or earlier than the Current Date (Date Mod Issued \leq System Date). This is a required data element if the Yes circle is selected in 27.6.1.17; otherwise, no date may be entered.

27.6.1.19 Consider Neg.

Select the circle in front of Yes or the circle in front of No to indicate whether or not the process initiative was modified.

27.6.1.20 Date Consider Neg.

Enter the date negotiations were considered. The Date Consider Neg. must be the same as or earlier than the Current Date (Date Consider Neg. \leq System Date). This is a required data element if the Yes circle is selected in 27.6.1.19; otherwise, no date may be entered.

27.6.1.21 Cost Savings

Enter the amount (up to 12 digits) that would be saved by the proposed change. If you enter cents, the value will be rounded to the nearest dollar (no cents will be displayed).

27.6.1.22 Objecting Component

Select the circle in front of the name of the objecting component. The choices are Air Force, Army, Navy, DLA, DCMC, NASA or Other.

27.6.1.23 Other

Enter the name (up to 15 alphanumeric characters) of the non-listed objecting component. This is a required element if Other is selected as the Objecting Component (27.6.1.21); otherwise, no data may be entered.

27.7 Single Process Initiative Screen 6

Screen 6 (Figure 27.8) is for a narrative about the overall initiative process.

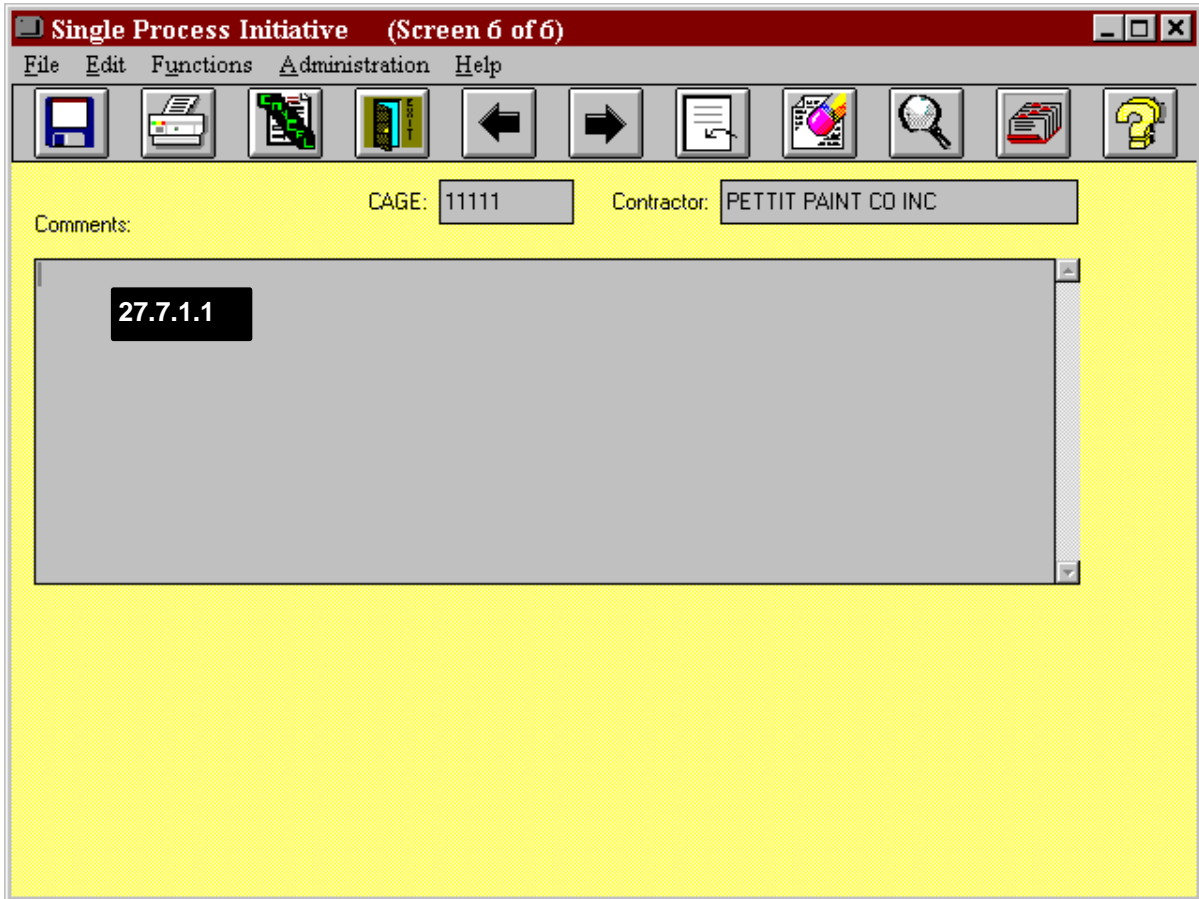


Figure 27.8 Single Process Initiative Screen 6

Note: Numbers in data boxes indicate corresponding section numbers.

27.7.1 Fields for Process Initiation Screen 6

27.7.1.1 CAGE

This data box is automatically populated with the CAGE Code on the previous screen.

27.7.1.2 Contractor

This data box is automatically populated with the contractor's name on the previous screen.

27.7.1.3 Comments

Enter any other general comments regarding the overall initiative process. You may type your comments in Word, copy them, and then paste them in this scrolling text window. See Appendix B for more information on using Word to cut and paste.